

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: CONTRACTING OFFICER'S REPRESENTATIVE (COR)		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 1
INSPECTION OFFICE/AGENCY G-8	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Formally appoint Contracting Officer's Representatives (COR) as required. CONDITIONS: If a unit has a contract a COR must be designated and appointed.				
STANDARD: USAREUR Regulation 715-3 1. REFERENCES: a. Federal Acquisition Regulation (FAR) website: http://www.gsa.gov/far/current b. USAREUR Regulation 715-3, Selecting, Training, Qualifying, and Appointing Contracting Officer's Representatives, 13 Jun 1996 2. PURPOSE: Ensure that CORs are trained and available to support unit requirements. 3. SPECIFIC QUESTIONS: a. Does the unit have any contracts for which they are responsible? b. Has the COR been appointed by a Contracting Officer? c. Is/are COR(s) appointed to specific contracts? d. Has the request for COR appointment been approved by the AMSO? e. Is the COR authority restricted only to the individual designated by the CO and under no circumstances is this authority re-delegated to another person, subordinate or otherwise? f. Is there an official COR appointment letter on file? NOTES: <hr/> <div style="text-align: center;">—</div> <hr/> <div style="text-align: center;">—</div> <hr/>				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: RESOURCE MANAGEMENT/ BUDGET		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 3
INSPECTION OFFICE/AGENCY G-8	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Ensure proper fiscal accountability procedures are utilized CONDITIONS: The unit must adhere to fiscal accounting procedures to maximize limited resources. STANDARD: IAW with the references listed below				
1. REFERENCES: a. DFAS-IN Regulation 37-1, Finance and Accounting Implementation, JAN 2000 b. DFAS-IN Manual 37-100-XX, The Army Management Structure, 4 AUG 03 c. Joint Federal Travel Regulation (JFTR) Volume 1 and Joint Travel Regulation (JTR) Volume 2, 19 AUG 04 2. PURPOSE: Validate adherence to finance and accounting regulations to maximize the limited Brigade resources. 3. SPECIFIC QUESTIONS: a. Are the references on hand? b. Task: Ensure data file integrity by identifying and correcting abnormal record conditions and perform all reconciliations of non-accounting records to the official records. Also, reconcile subsidiary to control records to detail records. Condition: Analysts should balance commitment ledgers to obligation records to ensure obligations have been recorded in the accounting system and the commitment ledger has been adjusted accordingly. Question: Have commitment ledgers been reconciled to obligation ledgers to ensure obligations have been recorded in the accounting system and the commitment ledger has been adjusted accordingly? c. Task: Ensure data file integrity by identifying and correcting abnormal record conditions and perform all reconciliations of non-accounting records to the official records. Also, reconcile subsidiary to control records to detail records. Condition: Bills register for open contract values to accounting undelivered orders (UDOs) and accounts payable. Question: Is a procedure in place to reconcile open contracts to undelivered orders and accounts payable? d. Task: Analyze the timeliness of transaction events (expected delivery and liquidation dates). Condition: Conditions identified outside of established time parameters may be accurate and valid; however, aged records may require additional managerial follow-up action and require a monthly review. Question: Has the Resource Manager validated:				

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INSPECTION OFFICE/AGENCY G-8	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>d. Task: Ensure proper fund control and accurate processing of accounting transactions. Condition: Includes utilization of Standard Document Numbers (SDNs), Elements of Resource (EORs), Account Processing Codes (APCs), Obligation Data Codes (ODCs), and Army Management Structure Codes (AMSCOs). Question: Is the Resource Manager utilizing the correct:</p> <p>(1) Standard Document Numbers?</p> <p>(2) Elements of Resource?</p> <p>(3) Account Processing Codes?</p> <p>(4) Obligation Data Codes?</p> <p>(5) Army Management Structure Codes? Did unit meet the standard(s)?</p> <p>e. Task: Travel orders are completed in accordance with the Joint Federal Travel Regulation (JFTR)/Joint Travel Regulation (JTR). Condition: Resource managers should be familiar with the JFTR and JTR Volumes 1 and 2. Question: Are travel orders completed IAW the JFTR/JTR?</p> <p>f. Task: Program directors are responsible for prompt settlement by their travelers. Condition: Travelers should submit settlement vouchers within 15 days of travel completion. Question: Do travelers submit settlement vouchers within 15 days of travel completion and, if not, is documentation on hand requesting settlement voucher from the traveler?</p> <p>g. Task: Program directors are responsible for prompt settlement by their travelers. Condition: Obligation amounts that include entitlement normally reimbursed directly to the traveler on the settlement voucher will not remain open more than one month after submission of the travel claim. Question: Do obligation amounts that include entitlement normally reimbursed directly to the traveler on the settlement voucher remain open more than one month after submission of the travel claim?</p> <p>h. Task: Travel obligations should liquidate in a timely manner. Condition: There should be no un-liquidated travel obligations over 180 days old. If this condition exists, a written response from the traveler is required to show that settlement action is forthcoming. Question: Is any unliquidated travel obligation over 180 days old? If so, is there a written statement on file from the traveler showing that settlement action is forthcoming?</p> <p>i. Task: Age and examine all contract obligations to identify abnormal or exceptional unliquidated conditions. Condition: Resource Managers should identify and examine all aged (greater than 180 days) contract obligations and abnormal or exceptional unliquidated conditions. Question: Has the Resource Managers identified and examined all aged (greater than 180 days) contract obligations and abnormal or exceptional unliquidated conditions.?</p>				

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ITEM			YES	NO
<p>k. Task: The Resource Manager has ultimate responsibility to ensure joint reviews are conducted in accordance with DFAS IN 37-1, Chapter 28-14. Condition: The Resource Manager ensures that joint reviews between the RMO and finance occur and corrections are made in a timely manner. Question:</p> <p>(1) Has the Resource Manager scheduled and conducted joint reviews in support of U.S.C. Title 31, Section 1554(D)?</p> <p>(2) Are all errors identified during the joint reviews corrected within 60 days?</p> <p>(3) Are memoranda and records of each joint review maintained in a manner that facilitates subsequent audit and reconciliation?</p> <p>l. Task: Negative Unliquidated Balances/Disbursements in the accounting records are a serious adverse condition requiring aggressive research and review by the fund holder. Condition: Resource Managers must ensure Negative Unliquidated Balances/Disbursements in the accounting records are aggressively researched, reviewed, and corrected in a timely manner. Question:</p> <p>(1) Has the Resource Manager corrected all stand-alone disbursements and negative unliquidated obligations (NULOs) greater than 60 days old?</p> <p>(2) Does the Resource Manager have a plan to ensure future stand-alone disbursements and NULOs are corrected in a timely manner?</p> <p>NOTE: Upon completion of this checklist attach DA Form 11-2R, Management Control Evaluation Certification Statement. Can be completed stating independent review conducted via CIP review, reflecting any weaknesses identified and stating actions being initiated.</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VERIFICATION</p> <p>x _____</p> <p>Unit POC Signature, Name, Rank, Date</p>				

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FUNCTIONAL AREA/SUBORDINATE AREA: GOVERNMENT PURCHASE CARD		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004		PAGE 1 OF 3
INSPECTION OFFICE/AGENCY G-8		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Ensure that Approving Officials and Cardholders are formally appointed, trained, and maintaining the required documentation. CONDITIONS: Validate Cardholder's purchase procedures and monthly transaction register.					
STANDARDS: IAW with the references listed below. 1. REFERENCES: a. U.S. Army Contracting Command Europe, Interim Guide to Government Purchase Card (GPC) Program: http://www.usacce.army.mil/gpc/usacce_interim_guide.pdf b. Regional Contracting Office (RCO), IMPAC Training for Cardholders and Approving Officials (AOs). c. Approving Official (AO) Instructions provided to the AO by the US Bank Bankcard System. d. DoD IMPAC Card Website: http://purchasecardsaalt.army.mil/default.htm e. DA IMPAC Card Website: http://www.asafm.army.mil/fo/fod/aapcp/apop.asp f. Other website for IMPAC information: http://www.gsa.gov 2. PURPOSE: Ensure that IMPACT Cardholders and Approving Officials adhere to established procedures to eliminate inappropriate purchases. 3. SPECIFIC QUESTIONS: a. Are the above references on hand, on order, or readily available? b. Did the cardholder receive the required GPC training? Date and location of certification: _____ c. Does the cardholder have written delegation of authority? Date issued: _____ d. Did anyone other than the cardholder use his/her card? e. Does the cardholder know the procedures to report a lost or stolen card? f. Did the cardholder receive the Approving Officials authorization prior to making GPC purchases? g. Did the cardholder document and maintain GPC transition files?					

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INSPECTION OFFICE/AGENCY G-8	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
i. Were the checking account audited on a quarterly basis? j. Were closed accounts reported to Bde and RCO? k. Does the cardholder maintain a GPC transition log? l. Does the cardholder reconcile the statement of account to the transaction log? m. Does the cardholder attach all receipts and supporting documentation to the signed statement of account and forward to the Approving Official within 5 days? n. Has the cardholder failed to use his/her card within the previous five months? o. Did the cardholder use the GPC for construction efforts?				
PURCHASE OF NONEXPENDABLE EQUIPMENT				
a. Did the cardholder notify the property book office/hand receipt holder? b. Did the equipment follow guidelines outlined in DA Pamphlet 25-1? c. Did the cardholder obtain an Information Management Acquisition Request (IMAR) and Corps Acquisition Review Board (CARB) approval? d. What is the cardholder's single purchase limit? _____ e. What is the cardholder's monthly spending limit? _____ f. Did the cardholder attempt to go over his spending limit? g. Did the cardholder split purchases to stay under their purchase limit? #__ purchases totaling \$ _____ were/were not declined in ____ #__ purchases totaling \$ _____ were/were not declined in ____ #__ purchases totaling \$ _____ were/were not declined in ____				
APPROVING OFFICIAL (AO)				
a. Did the Approving Official receive the required training and obtain the certificate? Date and location of certification _____				

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FUNCTIONAL AREA/SUBORDINATE AREA: MANAGEMENT CONTROL PROCESS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 4	
INSPECTION OFFICE/AGENCY G-8	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
TASK: Ensure that Management Control Procedures are in place to safeguard against waste, loss, or misappropriation.					
CONDITIONS: Validated that Management Control Procedures are being utilized to minimize loss.					
STANDARDS: IAW AR 11-2					
1. REFERENCES: a. Army Regulation 11-2, Army Programs, Management Control, 1 August 1994, Effective 1 Oct 94, Unclassified (http://www.apd.army.mil/pdffiles/r11.z.pdf) b. USAREUR Management Control Plan (http://www.odcsm.hqusareur.army.mil/rmmp/mcp/plan.xls) c. HQ DA Functional Checklists (http://www.asafm.army.mil/fo/fod/me/amcec/amcec.asp)					
2. PURPOSE: Ensure Management Control Procedures are in place to safeguard against waste, loss, or misappropriation.					
3. SPECIFIC QUESTIONS: a. Are the above references on hand, on order, or readily available? b. Task: Delegation of authority and responsibility. Condition: All Assessable Unit Managers (AUMs) and Management Control Process Administrators (MCPAs) have been officially delegated Question*: Is there local management control guidance that defines management control responsibilities and required actions? (e.g., Assessable Unit Manager (AUM) and Management.) Prompts: (1) Are all Assessable Unit Manager (including the unit Commander, any subordinate commanders or Staff Principals as determined by the command) advised in writing of their appointment (as AUM), and responsibilities. (2) Has a Unit MCP Administrator (MCPA) or Point of Contact been designated? (3) Does the MCPA maintain a listing of all designated AUMs? (4) Have MCP POCs been established throughout the organization to assist MCPA monitor MCP implementation, report/track weaknesses and resolve problems? (5) Does the MCPA have a listing of MCP POCs?					

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ITEM			YES	NO
<p>b. Task: Identify/locate/develop/maintain MCP Checklists/alternative tools to conduct reviews required in current FY by reference b. Condition: Checklists/alternate review tools must be available for all functional reviews required, by reference b, in current year. Question*: Are management control checklists provided or alternate evaluations methods identified to test key management controls? (Note: Websites: Management Control Plan at (http://www.apd.army.mil/pdf/files/rll.z.pdf). Checklists at and required checklists http://www.asafm.army.mil/fo/fod/me/amcec/amcec.asp</p> <p>c. Task: Insure Assessable Unit Managers (AUMs) and Management Control Process Administrators (MCPAs) are trained. Condition: AUMs, MCPAs, must be provided training. Question*: Are managers and MCAs trained in, and do they understand, their management control responsibilities? Prompts:</p> <p>(1) Are people new to the MCP identified and scheduled for training?</p> <p>(2) Has a training program (formal or informal been established):</p> <p>(3) Is feedback requested/used to revise/improve training?</p> <p>d. Task: Comply with reference a paragraph 10. Performance Agreements. Condition: All designated Assessable Unit Managers (AUMs) must have MCP in their performance standards/agreements. Question*: Are explicit statements of management control responsibility included in performance agreements for commanders and managers down to assessable unit manager level?</p> <p>e. Task: Establish schedule to review all applicable functions over a five-year period. Condition: Management Control Process Plan must be reviewed annually and if required, supplemented to meet specific unit requirements/unique conditions. Question*: Is a Management Control Plan (MCP) established and maintained to describe how key management controls will be evaluated over a five-year period? (Note: Website: ODCSRM Homepage: http://144.170.251.14/dcsrmfrm.htm) Prompts:</p> <p>(1) Is USAREUR/V Corps Management Control Process Plan (MCP) received?</p> <p>(2) Reviewed to determine if supplementation required (to meet command unique conditions)?</p> <p>(3) Distributed to subordinate AUMs or AOs?</p> <p>f. Task: Conduct functional evaluations as required/directed by references a and b. Condition: All evaluations required by reference b, which are applicable to the unit must be properly documented. Question*: Are management control evaluations conducted in accordance with the MCP and prompt action taken to</p>				

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ITEM			YES	NO
<p>(b) Corrective action plan with milestones established?</p> <p>(c) Materiality of the weakness considered by manager and if determined material included in the Annual Assurance Statement?</p> <p>g. Task: Senior Managers be aware of weaknesses identified thru all sources. Condition: Senior management aware of all weaknesses identified from MCP reviews, internal/external audits and inspections. Question*: Is the senior responsible official advised of potential material weaknesses detected through management control evaluations or from other sources?</p> <p>h. Task: Provide a Management Control Annual Assurance Statement Condition: Statement must be provided annually. Question: Has an accurate and timely MCP Annual Assurance Statement, signed by the senior AU Manager (Commander/Acting Commander or as otherwise directed) been submitted to HHQ? Prompts:</p> <p>(1) Feeder input for statement received from all designated AUM?</p> <p>(2) Feeder statement MWs reviewed/considered for inclusion in Units?</p> <p>(3) Have all audit/inspection reports been screened for identification of MWs?</p> <p>(4) Are all open MWs from prior year follow-ups/close-outs included?</p> <p>(5) Any newly identified MWs included?</p> <p>(6) Statements (feeder and unit) signed by required individual?</p> <p>(7) Statements (feeder and unit) submitted on time?</p> <p>i. Task: Monitor/track all MCP identified material weaknesses, to insure required actions completed in a timely manner. Condition: All weaknesses must be monitored/tracked until corrective actions completed. Question: Are all material weaknesses (included in statements or considered internal) monitored/tracked to insure corrective actions completed and validated in a timely manner.</p> <p>j. Task: Communicate/distribute MCP directives, information, etc. Condition: Information must be received/accesses/distributed. Question: Is MCP information/directives/information received /provided /available in a timely manner? Prompts:</p> <p>(1) Unit MCPA has access/receives MCP information/directives?</p> <p>(2) Information (from HHQ) further disseminated throughout the unit</p>				

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ITEM			YES	NO
<p>k. Task: Demonstrate Command emphasis of MCP. Condition: Command must emphasis importance of internal controls (MCP). Question: Have actions been taken to clearly demonstrate Command emphasis of (MCP)? Prompts:</p> <p>(1) Is the organization's commander briefed on the overall program annually?</p> <p>(2) Does the commander provide written/verbal emphasis of MCP importance?</p> <p>* Questions extracted from AR 11-2, Management Controls, Aug 94, Appendix C, Management Control Evaluation Checklist.</p> <p>NOTE: Upon completion of this checklist attach DA Form 11-2R, Management Control Evaluation Certification Statement. Can be completed stating independent review conducted via CIP review, reflecting any weaknesses identified and stating actions being initiated.</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>VERIFICATION</p> <p>X _____</p> <p>Unit POC Signature, Name, Rank, Date</p> <p>X _____</p> <p>Inspector's Signature, Name, Rank,</p> <p>Date</p>				

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FUNCTIONAL AREA/SUBORDINATE AREA: GOVERNMENT TRAVEL CHARGE CARD		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 3
INSPECTION OFFICE/AGENCY G-8	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Ensure that Account Processing Clerks (APC) are trained, maintaining required records, and conducts monthly audits. CONDITIONS: Unit Government Travel Card (GTC) APC maintains required records.				
STANDARD: IAW DOD regulation. 1. REFERENCES: a. DOD 7000.14/R, Department of Defense, Financial Management Regulation, Volume 9, Travel Policy and Procedures, 03 Aug 04, Chapter 3, Department of Defense Government Travel Card. Plus Annex A. http://www.dtic.mil/comptroller/fmr . b. Travel technical msg 03-05 dated Aug 03, Implementation of Split Disbursement http://www.asafm.army.mil c. Government Travel Charge Card Training Information: http://www.asafm.army.mil under "Travel Card" button. 2. PURPOSE: Validate GTC program is managed IAW established procedures 3. SPECIFIC QUESTIONS: a. Task: Distribute, receive, verify completeness and submit applications. Condition: All applications must be fully completed, legible and accompanied by a Statement of Agreement. Question*: For applications for the travel charge card: (1) Is the contractor's application/cardholder agreement accurate and complete? (2) Does the APC retain a copy of each new card application? (3) Is the appropriate Statement of Understanding accurate, complete and signed by both the applicant and their supervisor? (4) Is the Statement of Understanding accurate, complete, and signed by both the applicant and their supervisor?				

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ITEM			YES	NO
<p>(3) Are APCs trained on management of the program?</p> <p>c. Task: In/Out Processing Government Travel Charge Chardholders. Condition: Procedures must exit for in/out process Government Travel Charge Cardholders. Question: Are procedures in place to ensure that cardholders in/out process with the gaining/losing program coordinator?</p> <p>d. Task: Maintain current database/documentation of/for Government Travel Charge Cardholders. Condition: Database, documentation, cardholder listings must be available. Question*: Is the listing of cardholders kept up-to-date? (i.e., accounts of departed cardholders transferred or canceled, newly arrived cardholders picked up.)</p> <p>e. Task: Review monthly reports, monitor cardholder activities, implement action regarding any delinquency cardholders. Condition: Monthly accounts must be reviewed and actions taken concerning delinquent accounts, as required by below questions. Question*: For monthly reports from the contractor:</p> <p>(1) Is the ATM cash report reviewed to detect inappropriate cash withdrawals? (i.e., withdrawals not associated with official travel, or in excess of amounts required for official travel) Has action been taken to notify the cardholder/supervisor?</p> <p>(2) Is the card usage report reviewed to detect inappropriate/unauthorized retail charges? (i.e., charges not related to official travel) Has action been taken to notify the cardholder/supervisor?</p> <p>(3) Is the monthly delinquency report reviewed to identify delinquent cardholders? Has action been taken to notify the cardholder/supervisor?</p> <p>(4) Are the responses of supervisors monitored to ensure that effective corrective action is taken? Where supervisory action is not taken, or is not effective, is the issue/problem elevated up the chain of command?</p> <p>f. Task: Review records/reports to ascertain cardholder status prior to issuance of a card</p>				

Condition: Previously suspended/cancelled cardholders must be carefully

